DS:TION DESCRIPTION (Please		4. Employing Office Location			5	5. Duty Station				Agency Position No.     ALL 10 6 9 7     B. OPM Certification No.	
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Reestablishment Other		7. Fair L	abor Stander	rds Act	8		ements Required		9. Subject	to IA Action	
nation (Show any positions replaced)			Non	exempt	Executive Personnel Financial Disclosure Financial Intrests			X Yes No			
			10. Posi	tion Status		1	1. Position Is:	12. Sensitivity		13. Compe	titive Level Code
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				opted (Specif	fy in Reme	rke)	Managerial			14. Agency	Use
				(Gen.)	SES	(CR)	Neither	2- Noncritical Sensitive	4- Special Sensitive		
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U.S. Office of Per- sonnel Management											
Department, Agency or Establishment											
Second Level Review											
First Level Review PROGRAM ANALYST							SS	343	11	JS	03-14-9
Recommended by Supervisor or Initiating Office											
6. Organizational Title of Position (If different from official title)						1	7. Name of Em	ployee (if vacent, specif	M YNG EER	ص . ک	
8. Department, Agency, or Establishment					c. Third Subdivision						
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25. Description of Major Duties and Responsibilities (See Attached)

#### INTRODUCTION

Position is located in the Office of the Project Manager. Combined Arms: Tactical Trainer (PM CATT). The mission of PM Catt is to acquire collective task and command/control training systems. Incumbent performs as a Program Analyst to assist in planning, implementing and coordinating a variety of program analysis evaluations and advisory functions in support of the life-cycle management of developmental end-items managed by PM CATT.

#### MAJOR DUTIES

- 1. Participates in the application of program analysis principles and techniques related to the execution of operating program activities, such as planning and requirements documentation, resource management matters (budget, manpower, materials), cost analysis (life cycle cost estimates, contractor cost management and government monitoring procedures, cost/schedule control system criteria) and pertinent acquisition strategies. Assists in the development of plans, programs, and budgets for RDTE, procurement and OMA based on priorities, documented requirements, capabilities, and resource (manpower, material and dollar) limitations. This input is prepared in the form of congressional descriptive summaries, P-Form submissions, program submissions and command schedules. Assists in the performance of management reviews of developmental contracts to ascertain rate of progress versus incurred costs, analyses engineering changes to determine worth and improved performance vs cost and cost growth to determine impact. Assists in the preparation of the PM CATT execution plan, ensuring that program objectives relate to funds available.
  - 2. Performs special assignments and studies which relate to the successful accomplishment of the PM CATT program. These assignments and studies may include budget drills, analyses of future year in-house resource requirements, tracking execution in the budget year, etc. Conducts or participates in presentatios and briefings as assigned. Participates in working groups and AD HOC committees which relate to areas of responsibility.

Performs other duties as assigned.

# FACTOR 1 - KNOWLEDGE REQUIRED:

Comprehensive knowledge of program analystical and evaluative methods as applied to the planning and execution of all programs managed by PM CATT. Ability to modify standard practices and procedures to solve a variety of problems related to the life cycle phases of programs. Ability to adapt precedents or make signifficant departures from previous approaches in determining the kind of information needed to measure effectiveness of programs programs. program progress. Ability to prepare and present oral and written presentation to clearly define specific problems, provide detailed recommendations and achieve program/project objectives in an efficient and effective manner; and explain the effect of alternative actions on program executions.

### FACTOR: 2 - SUPERVISORY CONTROLS:

Works\_under the general supervision of the immediate supervisor who consults with the incumbent on matters such as developing the broad aspects of the assignments and long-term milestones to be reached. Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. The incumbent keeps the supervisor informed of progress, potential controversial subjects, and situations and actions which affect policy and funds. funds:\_

# FACTOR 3 - GUIDELINES:

Guidelines include Army regulation, federal laws, policy statements, procedures, practices, and other material governing the PPBE system. Often these guidelines do not apply specifically to particular complex and technically difficult program analysis situations, thus requiring use of a high degree of judgement and creativity in selecting, interpreting, and adapting guides. This lack of specificity requires the incumbent to develop relevant data for subjects studied. data for subjects studied.

The assignment is characterized by highly technical development programs, some costing as excess of \$200 million RDTE and \$400 million procurement. Incumbent will lead conferences with inclument at the studied in order to establish representatives of the cost being studied in order to establish cooperative relationships present controversial and critical observations and recommendations, and convince others to accept proposals with which the may strongly disagree. proposals with which in may strongly disagree.

## FACTOR 5 - SCOPE AND BELLET

The employee serves as Empject Officer responsible for planning, analyzing and evaluation the RDTE/procurement activities that support the project management of major Army items. These assignment entails the Grevelopment of long range programs land, assignment entails the Grevelopment of long range programs the goals, objectives and markestones to accomplish and evaluate the cost effectiveness of actions in the achievement of agency programs, and affects compliance with pertinent financial and acquisition policies. acquisition policies

## FACTOR 6 - PERSONAL CONTACTS:

Contacts include Program Analysts, Budget Analysts,
Project/Product Managers, Project Team Members and other Army
specialists and managers, Contacts also are maintained with
MACOME CONTRACTOR MACOMs, contractors amorprofessional groups in the public and private sector.

# FACTOR 7 - PURPOSE OF CONTACTS:

Contacts are for the purpose of justifying recommendations affecting planning and execution of Combined Arms Tactical Trainer programs and finfluencing officials to accept/imprement same.

# FACTOR 8 - PHYSICAL REQUIREMENTS:

Work is mostly sedemacy. Occasionally there is stress from having to work within a short time frame to complete a particular task.

# FACTOR 9 - WORK ENVERONMENT:

Work is performed in an office setting which includes amequate lighting, ventilation and shelter.